

County of Door
Deputy Sheriff-Security/Patrol

Status: Represented (Union)
Department: Sheriff's Dept.
EEO: 04 Protective Services

Pay Grade: F
Revision Date: 09/25/2008

General Summary

Under the general direction of the Sheriff, Chief Deputy, Field Services Lieutenant or Jail Lieutenant and Patrol or Security Sergeants. The Shift Patrol or Jail Sergeant is the direct supervisor. This position is responsible for enforcing all state, county, and federal laws and regulations; investigates criminal activities; assists citizens and investigates accidents; makes arrests and does criminal & process serving; completes routine public relations activities or performing various duties within the County Jail.

Duties and Responsibilities

Essential Job Functions

Security

1. When assigned to the Jail Division, work includes receive, search, book, fingerprint and guard prisoners in the jail. Supervise prisoners at work, in transport, during visit conference and other activities; prepare prisoners for court, visits from attorneys and for the prisoner's transfer and release; transport prisoners between the jail and the courts.
2. Process new male and female inmates who have been remanded to the custody of the County Jail.
3. Ensures the safety and security of inmates. Releases Huber Law inmates in a timely fashion to be to work on time and receives them when returning from job site.
4. Maintains jail file cards of inmates medical needs and visitors.
5. Conduct general duties to include transportation of inmates for medical or legal reasons, and interior and exterior security of building.

Patrol

1. Works on assigned shifts performing security patrols, traffic control, investigation and first aid at accidents, detection, investigation and arrest of persons involved in crime or misconduct.
2. Maintains normal availability by radio, telephone, and pager with supervisory personnel to coordinate investigation activities, for consultation on major and provides general information about department activities.
3. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
4. Undertakes community oriented police work, and assists citizens with such matters as locked or stalled vehicles, crime prevention, drug abuse resistance education (DARE), traffic safety, etc.

5. Patrols streets/routes, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations' and to otherwise serve and protect.
6. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, etc. Take appropriate law enforcement action.
7. Interrogates suspects, witnesses and drivers. Preserves evidence. Arrests violators. Investigates and renders assistance at scene of vehicular accidents. Summons ambulances and other law enforcement vehicles. Takes measurements and draws diagrams of scene.
8. Conducts follow-up investigations of criminal law violations occurring within lawful jurisdiction during assigned shift. Seeks out and questions victim(s), witnesses and suspects. Develops leads and tips. Searches scene of crimes for clues. Analyzes and evaluates evidence by compiling information regarding these crimes, preparing cases for filing of charges and arrests offenders. Prepares cases for giving testimony and testifies in court proceedings.
9. Prepares a variety of reports and records including officer's/deputy's daily log, reports of investigation, field interrogation report, alcohol reports, influence reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, etc.
10. Receive and make service of civil process.

General Job Functions

1. Works an assigned shift using own judgment in deciding course of action being expected to handle difficult and emergency situations without assistance.
2. Coordinates activities with other officers/deputies or other departments as needed, exchanges information with officers/deputies in other law enforcement agencies, and obtains advice from the District Attorney's Office and Corporation Counsel Office regarding cases, policies and procedures, as needed and assigned.
3. Carries out duties in conformance with Federal, State, County, and City laws, ordinances and departmental policies and procedures.
4. Administer proper breathalyzer procedure.

Reporting Relationships

Reports to Sheriff, Chief Deputy, Field Services Lieutenant or Jail Lieutenant and Patrol or Security Sergeants. The Shift Patrol or Jail Sergeant is the direct supervisor.

REQUIREMENTS

Training and Experience

1. Minimum of two (2) year Associate Degree from an accredited technical school or sixty (60) credit hours from a college or university in police science, criminal justice, or related field.
2. Successful completion of field training and evaluation program.

Knowledge, Skills, and Abilities Required

1. Knowledge of laws, regulations, ordinances and departmental policies and procedures which impact duties in jail or patrol duties.
2. Knowledge of personal self-defense.
3. Knowledge of current policing jail methods and procedures.
4. Ability to use tact and discretion to optimize safety and control.
5. Ability to react quickly, both mentally and physically, to any situation.
6. Ability to and skill to use and operate a variety of police and jail equipment. Examples: equipped cruiser: radio, radar, handgun, and other weapons as required, baton, handcuffs, computer, pager, first aid equipment, copy machine, fax machine, camera, fingerprint equipment, intoxilyzer, PBT, Taser, SCBA equipment, and other related equipment to jail or patrol position.
7. Ability to prepare accurate reports.

Physical & Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work conditions vary by shift. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need to enter and exit vehicles frequently, inspect buildings, climb over and around obstacles, suddenly move out of the way of dangers, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses or suspects' testimonies, etc.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency, consistent with Sec 166.03 (4) (a) – (d) Wis. Stats. and County emergency management plans and programs.

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required of personnel so classified." This description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Door County retains and reserves any or all rights to change, modify, amend, add to or delete from the section of this document as it deems, in its judgment, to be proper.

Approvals:

Terry Vogel 10-03-08
Name Department Head Date

Kelly Hudell 9/25/08
Name Human Resources Director Date